

# **Indiana Office of Energy Development**



## **GUIDELINES FOR THE ALTERNATIVE POWER AND ENERGY GRANT PROGRAM**

**Grant Contact:**

**Carmen Pippenger**  
Program Manager  
101 West Ohio St., Suite 1250  
Indianapolis, IN 46204  
E-MAIL: [capippenger@oed.in.gov](mailto:capippenger@oed.in.gov)

## **ALTERNATIVE POWER AND ENERGY GRANT PROGRAM GUIDELINES**

The Indiana Office of Energy Development (OED) is pleased to offer \$879,000 through the Alternative Power and Energy Grant Program (APE). The APE grant program will provide cost share grants to Indiana's public, non-profit, and business sectors for the purchase and installation of alternative energy systems that will help offset fossil fuel usage and create jobs.

Alternative energy systems make use of non-fossil fuel resources to produce clean, home-grown electricity and thermal energy. In a time of rising energy costs and increased energy supply volatility, it is vital to our economic future to diversify the portfolio of resources we use to produce energy.

The purpose of the grant program is to increase awareness and utilization of alternative energy resources as well as to create vocational opportunities for Hoosiers interested in renewable energy.

### **APPLICATION TIMELINE**

Please pay close attention to the dates set forth below. It is important to note that if awarded, the project must begin after award notification and all grant funds must be expended by **May 31, 2010**. The project must also be installed and fully operational by May 31, 2010.

**August 24, 2009** -APE Grant Program announced and posted to OED website.

**September 25, 2009** -Applications must be received by OED.

**September 28, 2009** -E-mail confirmation will be sent to each applicant verifying that the application has been received.

**\*\*The next three actions will take place pending review and approval of the Environmental Checklists of the top applicants by the U. S. Department of Energy (DOE). The Environmental Checklist is included in the application.**

**TBD** -All applicants will be notified of their award or denial via e-mail and a letter will be mailed out as well. Project can begin at applicant's risk.

**Work on the project such as ordering the equipment and obtaining zoning variances etc. should start at this time.**

**TBD** -Grant agreements will be generated and mailed by this date.

**TBD** -Signed Grant agreements must be returned to OED.

**January 15, 2010** -First quarterly report is due from grantees. Reporting will continue through grant expiration (January-April-July-October).

**March 1, 2010** -Any issues regarding zoning, permitting, or environmental review must be resolved. If not, OED must be informed of the issue and progress.

**May 31, 2010** -All grant money must be expended, project construction/installation must be completed, and project must be fully operational.

**December 31, 2011** -Grant agreement expires.

**January 31, 2012** -Final report is due.

## ELIGIBILITY

Eligible applicants include entities from Indiana's public, non-profit, and business sectors.

**Applications from the residential sector (homeowners) are not eligible for grant funding.**

Projects must be located in Indiana and all entities must register to do business with the Indiana Secretary of State if that is requirement for the entity in question. You can find the form via this website which must be completed and turned into the Indiana Secretary of State along with the filing fee. Proof of registration must also be sent in application package: To register, please visit <http://www.in.gov/sos/business/> or contact the Indiana Secretary of State, Business Services Division (317) 232-6581 for information on how to register to do business in Indiana.

### Categories

Alternative energy systems that utilize the following technologies/resources to produce electricity and/or thermal energy are eligible for grant funding:

1. Solar Water Heating (SWH)
  - a. Domestic hot water
  - b. Radiant heating
  - c. NOT swimming pools
2. Solar Electricity
3. Wind Power
4. Micro-hydro electricity
5. Biomass energy: includes wood wastes, livestock waste, other agricultural wastes, waste water treatment, algae, and Municipal Solid Waste (MSW). Applications related to the production of transportation fuels from biomass, non-grain sources are also included.

Systems that make use of two or more technologies are eligible for grant funding; however each entity is only eligible for one grant. The following criteria will be evaluated when OED is scoring the APE applications: job creation, ability to start the project and install the alternative energy system within the timeframe specified by this document, amount of energy produced per dollar spent, and environmental benefit. This list is not exhaustive and OED reserves the right to incorporate other criteria prior to scoring. The applicant shall be responsible for conducting any research required to determine the environmental impact of their project prior to the application submission. If there are any real or perceived adverse environmental impacts anticipated, the applicant must address these issues within the application. **A monitoring system must be included in the project in order for grantees to track the amount of energy generated by their alternative energy system. Applicants that do not include the cost of a monitoring system and do not plan to implement the monitoring system as soon as the project is operational will be denied funding.**

### Costs

Equipment and installation costs directly related to the installation of an alternative energy system are considered eligible expenses. Grantees must report to OED immediately if their budget changes with a rationale for the change. Eligible costs and cost-share must occur during award notification through May 31, 2010 time period. **This means that projects that begin before award notification or that will not be completed by May 31, 2010 are not eligible for grant funding.**

## ***GRANT AMOUNTS AND COST SHARE***

Grant amounts and cost share will be determined based on the following formulas. The grant can reimburse up to 50% of project costs up to a maximum award of \$100,000 per project. All projects are expected to provide at least 50% cost share. A \$200,000 system is the largest system that can receive 50% funding. Larger systems can be funded, but additional capacity will not be subsidized.

Depending on the quality of the applications received, OED may award smaller grant amounts than expected to projects that fit into the above categories. Applicants awarded partial funding may not appeal the decision made by OED. The applicant has one week from original notification of award to inform OED of refusal of funds. Failure to notify OED of the refusal of funds awarded within one week of award notification will result in the applicant becoming ineligible for further evaluation of funding for the APE program. Grantees shall immediately report to OED if their proposed activities, scope, or budget changes with a rationale for the change.

\*The applicant is responsible for the investigation/procurement of all relevant local permits as well as any environmental review needed prior to conducting the project.

### **Additional information requests**

OED may request additional information after submission from an applicant to help evaluate an application. An applicant's failure to adequately address the request for additional information will likely result in the applicant being denied funding.

## **NEPA**

All projects receiving financial assistance from DOE must be reviewed under the National Environmental Policy Act (NEPA) of 1969-42 U.S.C. Section 4321 et seq. OED reserves the right to request additional information at any time after the initial application has been submitted.

## **TERMS**

Grants are only available for eligible applicants. Matching funds are required for this grant program. OED reserves the right to award none of the funding allotted (\$0) to all of the funding allotted (\$879,000), depending on the quality and eligibility of applications. Funds cannot be drawn down until there is an executed grant agreement (contract). **The funds must be used by May 31, 2010 and the project must be installed and operational. All grants from OED are on a reimbursement basis only. There is no advance payment in this grant program due to the funding source origination.**

Funds may be used in conjunction with other financing programs; however, the Grant funds may only be used for the purchase and installation of alternative energy systems covered in the contract. Recipients must disclose all federal awards received per year. **Federal funds cannot be used as applicant cost share.** Any grantee expending Five Hundred Thousand Dollars (\$500,000) or more in federal awards per year must have an audit made for that year by an independent auditor. Non-profit organizations, institutions of higher education, and local governments should consult the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" for guidance.

## GRANTEE RESPONSIBILITIES

### *Reporting Requirements*

All reporting will be via email so an email address that is monitored regularly as well as a reliable internet connection is necessary to being awarded APE funds. Please be aware that the internet can be accessed for free at your local library. Quarterly reporting will commence January 2010 and will end with a final report in January 2012. The report will detail activities/results such as timelines, budget information including grant monies received, funds leveraged, energy saved, energy cost savings, jobs created or retained, type of jobs created or retained, duration of jobs, greenhouse gas emissions reduced, criteria air pollutants reduced, and a narrative on the project's progress. These results/activities are provided to OED by the grantee in the form of Quarterly Reports which are due to OED within 15 days of the quarter's end. The quarters run from January-March, April-June, July-September, and October-December. The final report will summarize all aspects of the project for the entire grant term. The reports will be used to track progress made by the grantee as well as used to report to the U.S. Department of Energy. Please see the table below for a list of reporting requirements:

|                                                                         |
|-------------------------------------------------------------------------|
| Job creation and retention                                              |
| Funds leveraged                                                         |
| # of solar energy systems installed                                     |
| Size of solar energy systems installed                                  |
| # of wind energy systems installed                                      |
| Size of wind energy systems installed                                   |
| # of other renewable energy systems installed                           |
| Size of other renewable energy systems installed                        |
| Amount of electricity generated from PV systems                         |
| Amount of electricity generated from wind systems                       |
| Amount of energy generated from other renewable sources (in kW or Btus) |
| Amount of projected energy savings                                      |
| Annual reduction in natural gas consumption (mmcf)                      |
| Greenhouse gases emissions reduction-tons (CO2 equivalents)             |
| Criteria Air Pollutants reduction in tons (CO2 equivalents)             |

Failure to comply with the reporting requirement by report tardiness or failure to provide sufficient information may result in repayment of the grant funds as well as affect the viability of any future applications from the grantee. **Please consider the reporting requirement seriously before application submission to ensure your ability for compliance.**

### *Maintain Communication*

The grantee shall maintain communication with the Office of Energy Development for the duration of the Grant Agreement. The grantee is obligated to report any changes in the project scope, budget, installation date, etc. with OED as soon as they become aware of the changes. **Failure of the grantee to report any changes in the activities, scope, reporting contact, or budget of their project once awarded constitutes a breach of contract on the part of the grantee and will jeopardize the receipt of grant monies.** The grantee shall acknowledge the financial support of OED by displaying the logo of OED on any webpage, media, or printed materials that mention the project.

### *Site Visits*

Grantee shall allow OED to conduct project site visits when given (5) business days notice.

While the above terms and responsibilities are not exhaustive and intended to substitute for the grantee reading and understanding the contract between their entity and the State of Indiana, they are a good example of the kinds of behavior and deliverables expected by OED and the U.S. Department of Energy.

## **GRANT APPROVAL**

OED administers the APE Grant Program and will review and score all grant applications. All grant applications submitted will compete against one another for grant funding. If the applicant is approved by OED, a grant agreement will be drawn in order to establish the terms of the grant and other conditions needed to manage the grant. Please see the above section entitled “Grantee Responsibilities” for further information on terms and conditions needed to manage the grant. Upon award notification, OED expects grantees to immediately begin their project by ordering equipment associated with the project as well as preparing the site of the project and obtaining any relevant permits or variances necessary for project installation to be completed. Waiting until the executed contract is returned to start project activities can significantly delay your project. Delay in contract execution is not an allowable reason for a grantee’s failure to complete project installation by the deadline stipulated in the contract. Awardees will only have thirty (30) days to sign and return the grant agreement to OED. Once returned, it will begin the State signature process. Upon completing the State signature process, the grantee may draw down on grant funds as the project is completed.

## **CONFIDENTIALITY OF INFORMATION**

To the extent feasible and permissible by law, the Office of Energy Development (OED) will honor an applicant’s request that confidential information submitted to OED will remain confidential. OED will treat information as confidential only if: (i) the information is, in fact, protected confidential information such as trade secrets or privileged or confidential commercial or financial information; (ii) the information is specifically marked or identified as confidential by the applicant; (iii) the information is segregated and placed in a separate appendix to the application; and (iv) no disclosure of the information is required by law or judicial order. If the application results in award of a grant, the honoring of confidentiality of identified data shall not limit the right of OED to disclose the details and results of the grant to the general public.

## **INDEMNIFICATION**

To the extent allowable by law, Applicant agrees to indemnify, defend, and hold harmless the State, its agents, officials, and employees from all claims and suits including court costs, attorney’s fees, and other expenses caused by any act or omission associated with the submission of this application. The State shall **not** provide such indemnification to the applicant.